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BY-LAWS FOR CONSTITUTION TO BE AMENDED AS PROPOSED BY THE COMMITTEE

Meetings

Sec. 1. There shall be an annual meeting of the Association at such place and time as may be determined by the Executive Board.

Special meetings of the Association may be called by the Executive Board and shall be called by the president on request of fifty members. At least one month's notice shall be given, and only business specified in the call shall be transacted. Note: (Sections 7 and 8 of the unamended Constitution transferred to By-Laws.)

Dues

Secs. 2-3. Sections 1 and 2 of proposed by-laws.

Sec. 4. **Affiliated Societies.** Annual dues for affiliated societies shall be twenty-five dollars.

Secs. 5-8. Sections 4 and 7 of proposed by-laws.

Nominations and Elections

Sec. 9. Section 8 of proposed by-laws, with the addition of the following provisions:

At each annual meeting of the Association there shall be elected as provided in the by-laws two members of the Executive Board to serve four years.

State Representation in Council

Sec. 10. Each state, provincial, territorial association (or any association covering two or more such geographical divisions, not having separate Associations) which shall, according to the provisions of the by-laws of the Association, become a chapter of the A. L. A. shall be entitled to one delegate in the A. L. A. for a membership of fifty or less and one additional delegate for each one hundred members who are members of the A. L. A., in excess of fifty. (The rest of this section the same as the last two paragraphs of proposed by-laws.)

Sec. 11. Section 10 of proposed by-laws.

Secs. 12-22. Sections 11 to 21 of proposed by-laws.

EXECUTIVE BOARD MEETING

Chicago, Ill., April 2, 1921

A MEETING of the Executive Board was held in the John Crerar Library, Chicago, Ill., April 2, 1921.

Present: Miss Tyler, President, Misses Eastman and Tobitt, Messrs. Meyer, Strohm, Utley and Root; also Mr. Milam, Secretary, Miss Bogle, Assistant Secretary, and Mr. Tweedell, Treasurer, part of the time.

Minutes: The minutes of the meetings held December 18th and 28th, 1920, were approved.

Secretary's Report: The Secretary read a report of the work of the A. L. A. Headquarters since the December 28th meeting.

Correspondence Votes: The Secretary reported that the following Supplementary War Funds Budget had been approved by

the Executive Board by correspondence vote:

SUPPLEMENTARY BUDGET WAR FUNDS

Additional Receipts

Refund, Books for Everybody	
Fund	\$15,074.31
United War Work Fund.....	40,568.00
	<hr/>
	\$55,642.31

Estimated Expenditures

Hospital service, Salaries and miscellaneous expenses for December, 1920, January, February and March, 1921 (including refund to Red Cross of money advanced for December salaries)	\$20,000.00
Books and magazines for hospitals	15,000.00
Reserve	20,642.31
	<hr/>
	\$55,642.31

The Secretary also reported that the Executive Board by correspondence vote approved the following resolution:

RESOLVED: That the recommendations contained in the resolutions of the Committee of Eleven now submitted are hereby adopted on behalf of the American Library Association and, so far as this organization is concerned, the Committee of Eleven and United War Work Campaign, Inc., are relieved of obligation to enforce payment of the subscriptions referred to in said resolutions, and their action in accordance with said resolutions is ratified and confirmed, and this organization will hold them harmless in such action so far as it affects this organization.

American Legion Correspondence: Letters from the National Commander F. W. Galbraith, Jr., and from de Lancey Kountze, both dated March 28th, inviting the A. L. A. to attend a conference called by the American Legion for April 4th, were read by the Secretary. The President, with the approval of the Board, appointed Mr. Meyer to represent the Association at that meeting.

Transfers in the General Fund Budget: On the recommendation of the Secretary the following transfers were made:

From "Miscellaneous Outstanding Bills" to—

Bulletin	\$100.00
Committees	75.00
Additional service	150.00
Supplies	175.00
Postage, telephone and telegraph..	100.00
	<hr/>
	\$600.00

and from "Contingent Fund" to—

Committees	\$250.00
Additional service	300.00
Supplies	100.00
	<hr/>
	\$650.00

War Fund Annual Report: The Treasurer's report of receipts and expenditures of War Funds from January 1st to December 31st, 1920, was presented.

Voted: That the Treasurer's report on War Funds for the calendar year of 1920 be approved, with the understanding that Note 2 be amplified. (This report is attached to these minutes as Exhibit A.)

War Funds Report 1917-1920:

Voted: That the general financial report of War Funds, 1917-1920, now being prepared by certified public accountants, be printed in the Bulletin.

War Funds Supplementary Budget:

Voted: That we contribute from the War Fund to the American Library in Paris, Inc., a sum of \$25,000 as an endowment fund, the income to be used in paying in part the salary in that Library of an American trained in an American Library School. This gift is made subject to the condition that the selection of such an assistant shall be approved by the Executive Board of the American Library Association. The exact form of the bequest is subject to legal formalities and to the approval of the Board of Directors of the American Library in Paris, Inc.

Voted: That the \$6,000.00 item for the Navy be reduced to \$3,000.00.

Voted: That the Secretary be instructed to write Mrs. Henry Howard stating that the Executive Board is interested in the progress of the American Merchant Marine Library Association, and asking for a statement concerning the financial status and prospects of the new organization.

Voted: That the Supplementary Budget for War Funds be adopted as modified.

The following is the modified budget as adopted:

SUPPLEMENTARY BUDGET WAR FUNDS

Estimated Receipts	
Balance March 1 (see March Bulletin, page 31).....	\$164,621.06
Less 10% on Liberty Bonds	\$3,158.57
Less amount in hands of librarians and agents	12,934.19
	<hr/>
Available	\$148,528.30
Estimated additional receipts..	10,000.00
	<hr/>
Total	\$158,528.30
Estimated Expenditures	
In Budget January 1..	\$45,150.00
In Supplementary Budget	35,000.00
	<hr/>
Total in previous budgets	\$80,150.00
Expenditures January and February.	37,763.92
	<hr/>
Balance in previous budgets...	\$42,386.08

Hospital Service—

Salaries and miscellaneous expenses,
 Apr. 1-June 30....\$15,000.00
 Books and magazines 10,000.00

\$25,000.00

American Library in Paris, Inc.
 (conditional) 25,000.00
 Navy 3,000.00
 Reserve 63,142.22

\$158,528.30

Transfer of War Funds: The Secretary reported that a balance of \$579.87 is still held by the American Security & Trust Company to the credit of the American Library Association War Service Fund; that it was left there to cover certain checks which had never been presented for payment.

Voted: That the American Security & Trust Company is authorized and directed to transfer the entire balance in the account of the American Library Association War Service Fund to the Chicago Trust Company, Chicago, Illinois, for the account of the American Library Association War Funds, E. D. Tweedell, Treasurer.

It was understood that the American Security & Trust Company is to be asked to forward to the Chicago Trust Company for payment, any of these old checks which may hereafter be presented.

War Funds Investment: The Treasurer reported that, with the approval of the chairman of the Finance Committee, he had invested \$25,000 of War Funds in a U. S. Certificate of indebtedness, payable the 15th of September. He stated that the interest at $5\frac{1}{2}\%$ would amount to approximately \$560.00 more than the interest which would have been received from the bank. The Board by a formal vote approved the action of the Treasurer.

Financial Report, Enlarged Program and Books for Everybody Fund: The Secretary brought the detailed statements to the attention of the Executive Board, stating that the formal report has been approved in December.

Voted: That a summary of these reports be printed, the items to be included to be left to the decision of the chairman of the Finance Committee and the Treasurer, with a note stating that the details of the report are available at A. L. A. headquarters.

Voted: That the statement showing the loan from the War Service Funds to the Enlarged Program and the manner of its repayment, be printed in the A. L. A. Bulletin, and also sent to Library Periodicals, with a note appended, explaining that after all expenses of the campaign were paid, a balance of \$1,626.97 was transferred to the Books for Everybody Fund, making the net amount paid from the Books for Everybody Fund, \$13,447.34, instead of \$15,074.31. (Exhibit B.)

Books for Everybody Budget: The chairman of the Finance Committee presented a report on the status of Books for Everybody Fund.

Voted: That in compliance with the vote of the Executive Board of April 30, 1920, approved by the Association June 3, 1920, the Treasurer be authorized and directed to pay to the trustees of the endowment fund as part of the permanent endowment, the sum of \$20,447.21, this being 50% of the cash received up to March 1st for Books for Everybody Fund.

Voted: That the Board adopt the report of the Finance Committee to the Executive Board under date of March 25th, embodying the budget of the Books for Everybody Fund.

The entire report, including the budget, is attached to these minutes as Exhibit C.

Voted: That the Secretary be authorized to employ such persons as are needed in carrying out the provisions of the Books for Everybody Budget, and to arrange for such transfers as are required.

Appropriation for Employment Service:
Voted: That the sum of \$900.00 be appropriated out of the contingent fund, or other available funds, for the Employment Service at headquarters.

Audits:

Voted: That in the future the audits by certified public accountants be made once a year conforming to the calendar and fiscal year.

Trustee for Paris Library: On the recommendation of W. N. C. Carlton, Mr. Lawrence V. Benét was elected as a mem-

ber of the Board of Directors of the American Library in Paris, Inc.

St. Louis Resolution: The following communication from Dr. Bostwick was read:

"At a meeting of 54 members of the A. L. A. residing in St. Louis and its vicinity, held in St. Louis on February 2, 1921, the following was unanimously adopted:

"RESOLVED: That the Executive Board of the American Library Association be informed of the present meeting of 54 members of the Association living in and near St. Louis, and of the intention of the participants to hold similar meetings in the future; that the Board be asked to give its formal sanction to such meetings and to advise how they may best be held."

Also a letter of April 1st from Dr. Bostwick to Miss Tyler.

Voted: That the organization of members of the A. L. A. in cities or general localities meets with the sympathy of the Executive Board but in view of the fact that this has been made part of the proposed constitution the Executive Board feels that it can take no action at this time.

War Service Badge: A communication of March 9th from Joseph F. Daniels of Riverside, Cal., suggesting that a button or pin be given to those who worked in the War Service, was read to the Board. The Secretary was instructed to reply to Mr. Daniels, stating that practically all librarians had done important work in the Library War Service cause, some in the field and many more at home, and that it would be impossible to decide who was entitled to the button.

War Service Books at Jacksonville, Tenn.: The transfer of approximately 2,000 volumes, (provided by the A. L. A. War Service for the Y. M. C. A. at the Old Hickory Powder Plant, to the Old Hickory Women's Club), was authorized.

American Country Life Association: A communication of February 1st, from the American Country Life Association, was read to the Board.

Voted: That the Secretary take the necessary steps to bring about the affiliation of the A. L. A. with the Council of National Agencies engaged in rural social work.

Merchant Marine Books at New Orleans:

A letter of March 30th from Mr. Gill was read to the Board.

Voted: That the Secretary be instructed to inform Mr. Gill of the progress in the organization of the American Merchant Marine Library Association, and of the Executive Board's desire to have the books in question turned over to the new organization for use at the appropriate time.

Conference on Co-ordination of National Social Work: The President asked Vice-President Meyer to represent the Association in the Conference on Co-ordination of National Social Work to be held in the New Willard Hotel, Washington, D. C., on April 14th.

Delegates to American Academy of Political and Social Science. The President, with the approval of the Board, appointed the following persons to represent the A. L. A. at the annual meeting of the Academy in Philadelphia, May 13 and 14: Arthur L. Bailey, John Ashhurst, and Asa Don Dickinson.

Reciprocal Relations with Other Associations: After reading the letter of April 1st from Miss Ahern, asking for a statement as to the duties of the Committee on Reciprocal Relations, the Executive Board

Voted: That the Secretary and President be instructed to communicate with Miss Ahern, requesting that the Committee recommend to the Executive Board, and perhaps to the Council, a general policy with respect to the A. L. A.'s relations with other national organizations, and that the Committee also recommend to the Executive Board specific things which the Association should do in the way of sending exhibits, delegates or speakers to national meetings.

National Book Day:

Voted: That the Executive Board of the American Library Association endorse the idea of a National Book Day, having for its object the return of books that are not the property of the possessor, and that the Secretary inform the various newspaper syndicates of the action of the Board.

Voted: That the thanks of the Executive Board be extended and appreciation recorded for the courtesy and hospitality shown by Doctor Andrews, Mr. Tweedell and the Board of Directors of The John Crerar Library.

CARL H. MILAM,
Secretary.

EXHIBIT A
TREASURER'S REPORT—WAR FUNDS
 January 1 to December 31, 1920

Receipts			
Bal. on hand Jan. 1, Am. Sec. & Tr. Co., cash.....	\$265,944.41		
Bal. on hand Jan. 1, Liberty Bonds	209,250.00		
Bal. on hand Jan. 1, Thrift Stamps	35.75		
Bal. on hand Jan. 1, War Saving Stamps.....	2,550.00	477,780.16 ¹	
Bal. on hand Jan. 1, Directors' Fund	\$101,793.76		
Bal. with librarians and agents.....	89,202.49	190,996.25	
Bal. on A. L. A. Treasurer's Account.....	15,703.29	\$684,479.70	
Received by A. L. A. Treasurer miscellaneous sources, Jan. 1-Sept. 30th, inclusive.....	\$14,179.95		
Received from U. W. W. Campaign.....	175,000.00		
Received from Enlarged Program—Payment on loan.....	45,000.00 ²		
Received from Interest on Bank Balances.....	\$ 1,866.54 ⁴		
Received from Interest on Liberty Bonds.....	7,058.36		
Received Miscellaneous, from Oct. 1-Dec. 31, incl.....	8,619.95	251,724.80	
Expenditures			\$936,204.50
Books	\$138,871.70		
Freight	34,070.04		
General Equipment	15,495.05		
Packing Cases	3,614.31		
Periodicals	51,145.26		
Publicity	8,012.61		
Rent	14,072.48		
Service (including substitutes).....	214,150.75		
Sundry	24,618.74		
Supplies	19,527.98		
Travel	23,635.00	547,213.92	
Navy Dept. as per recommendation Committee of 11 and correspondence vote, Executive Board, Dec., 1919.....	\$69,000.00		
War Dept. as per recommendation Committee of 11 and correspondence vote, Executive Board, Dec., 1919.....	36,970.00	105,970.00	
Loan to Enlarged Program.....	\$150,000.00 ³		\$653,183.92
Loss on sale of Liberty Bonds.....	20,603.12		
Loss—Foreign exchange	\$ 39,601.84 ³	210,204.96	
Balance in Chicago Trust Co., Dec. 31, cash.....	\$ 19,067.07		
Balance in Chicago Trust Co., Dec. 31, Liberty Bonds.....	31,585.75		
Balance with librarians and agents.....	22,162.80	72,815.62	
			\$936,204.50

¹On March 8th. the title of the War Service Funds in American Security & Trust Company, Washington, D. C., was changed to Executive Board Funds. In October the balance was transferred to Chicago Trust Company and called War Funds.

²The Executive Board on July 15th, 1920, voted that the balance available from First War Service Fund amounting to \$84,925.69 be used to repay the loan made by the War Service Fund to the Enlarged Program, leaving a balance due of \$20,074.31 on December 31st, 1920. This balance was paid in January, 1921. See the "Statement showing loan from the War Service Funds to the Enlarged Program and the manner of its repayment," Exhibit C.

³This represents the loss from March, 1918, to May 1, 1920, caused by a shrinkage in exchange on the amount sent to Paris for a contingent fund.

⁴Auditor shows \$19.49 more in this amount which is for interest credited by bank Dec. 31, 1920, and not entered on books.

Respectfully submitted,
 EDWARD D. TWEDELL, Treasurer.

The expenditures by departments of work, are as follows:

Hospitals	\$62,311.72
Books for Blind	5,422.47
Merchant Marine	72,891.46
Ex-Service Men	13,550.52
Industrial War Work	5,891.30
Paris-Coblentz and other overseas and insular possessions including books and periodicals	105,644.27
Headquarters and miscellaneous, including Dispatch Office expenses not charged against departments	107,327.00
Books for use in America	136,326.69
Periodicals for use in America	30,848.49
Navy Dept. salaries of library, specialist and assistant	7,000.00

EXHIBIT B

\$547,213.92

Statement showing Loan from War Service Funds to the Enlarged Program and the manner of its repayment.

Loan:

Amount loaned to Enlarged Program from 1st War Service Funds	\$52,340.00
Amount loaned to Enlarged Program from 2nd War Service Funds	150,000.00

Total amount of loan

\$202,340.00

Repayment of Loan:

By Cancellation:

The obligation of the Enlarged Program to the 1st War Service Funds account of loan was cancelled by the authority of the Executive Board

\$52,340.00*

By Transfers:

Transfer of available balance in the 1st War Service Funds to the 2nd War Service Funds to apply to the loan (\$150,000.00)

5,861.90*

Transfer of the sum from the 1st War Service Funds— which was credited to it from the 2nd War Service Fund to repay loan in connection with conducting the second Campaign (U. W. W.)—to the 2nd War Service Funds to apply to loan of \$150,000.00

79,063.79*

(Transfers made by authority of Executive Board.)

By Cash Payments:

Cash, on account from Enlarged Program, Aug. 8, 1920

25,000.00

Cash on account from Enlarged Program, Dec. 22, 1920

20,000.00

Cash on account from Enlarged Program

5,000.00

Cash in full of account from "Books for Everybody" Fund

15,074.31**

\$202,340.00 \$202,340.00

*For the validity of the transfers legal opinion was sought and rendered. In effect, it upheld the actions of the Executive Board, and stated that the transfers were both proper and legal.

**After all expenses were paid a balance of \$1,626.97 was transferred (from the Campaign Fund) to the Books for Everybody Fund, making the net amount paid from the Books for Everybody Fund, \$13,447.34 instead of \$15,074.31.

Detailed statements of receipts and expenditures are available at Headquarters

EXHIBIT C

March 25, 1921.

To the Executive Board:

The Finance Committee finds that the estimated receipts for the Books for Everybody Fund, on March 1st, were as follows:

Books for Everybody Fund

Estimated Receipts, March 1-December 31, 1921

Total cash, February 28th	\$59,166.16
Refunds—To War Funds for loan	\$15,074.31
Immigrant Publication Society	2,000.00
Campaign Fund	1,197.43
	18,271.74
	<u>\$40,894.42</u>

Refund to War Funds for Books for Blind.....	1,037.20
	<u>\$39,857.20</u>
Unpaid pledges	21,206.69
Although one-half of this should be collected in 1921, none of it is included in the proposed expenditures for this year.	
The amount of cash available (March 1) is.....	39,857.20
From this should be set aside as an Endowment Fund, one-half of \$40,894.42, namely	<u>20,447.21</u>
Leaving a balance available for appropriation of.....	\$19,409.99

The cash contributions for special purposes amount to \$12,095.55, less \$1,037.20 already spent for books for the blind; net \$11,058.35.

It seems desirable to spend first the donations for special purposes in order that those purposes which were in the minds of the donors may be accomplished as soon as possible. It is desirable also to reserve some of the general funds for further addition to the endowment fund when the pledges (which are chiefly for special purposes) have been paid. (The Committee recommends that, if possible, only funds given for general purposes be put into the endowment fund.)

EXHIBIT D

Having these things in mind the Committee presents the following budget for your consideration:

Estimated Expenditures	The Budget	Amounts given for special purposes
Library extension	\$1,200.00	(\$1,305.60)
Booklists, Reading Courses, Book Publicity.....	5,000.00	(5,945.00)
General Library Publicity.....	700.00	
Books and work for the Blind (net).....	2,062.25*	(3,099.45)*
Survey	500.00	
Certification	500.00	
Recruiting	350.00	
Merchant Marine	1,428.00	(1,428.00)
Hospitals	312.50	(312.50)
Coast Guard	5.00	(5.00)
	<u>\$12,057.75</u>	
Endowment (½ of \$40,894.42).....	20,447.21	
Balance unappropriated, cash and Liberty Bonds.....	<u>7,352.26</u>	
	<u>\$39,857.22</u>	

*The sum of \$1,037.20 has been transferred to the War Funds to cover cost of certain work already done to carry out the wishes of the donors. The amount included in the budget must cover some other work now in process.

It is proposed that the \$12,057.75, if appropriated for the above purposes, be used as follows (in co-operation with appropriate committees):

Salaries (general assistant giving special attention to printing and publicity; stenographer, extra help).....	\$ 3,000.00
Publication of books for the blind (under the supervision of the Committee on work with the blind).....	2,062.25
Appropriation to Committees—	
Survey (Committee of five).....	\$500.00
National certification	500.00
Recruiting	<u>100.00</u>
Printing and publications.....	2,600.00
Supplies, postage, travel, miscellaneous.....	1,550.00
Transfers for merchant marine, hospital and coast guard service.....	<u>1,745.50</u>
	<u>\$12,057.75</u>

The Finance Committee approves an expenditure of \$12,057.75 in 1921 and the transfer of \$20,447.21 to the Endowment Fund.

Although it makes the foregoing suggestions for the expenditure of this amount, \$12,057.75, it feels that the Executive Board should have a free hand to make such appropriation of it as it deems proper, and feel under no obligation to adopt this suggested schedule of expenditures.

Respectfully submitted,
HARRISON W. CRAVER,
AZARIAH S. ROOT,
GEORGE B. UTLEY, Chairman
Finance Committee.

Detailed statements of receipts and expenditures are available at Headquarters.

A. L. A. FINANCIAL REPORTS

Treasurer's Reports for March, 1921

GENERAL FUNDS

Receipts

Balance, March 1.....	\$17,387.31	
Membership—Annual dues	2,232.00	
Life memberships	75.00	
Interest	22.63	
Error in crediting Feb. interest.	2.50	
	<u>\$19,719.24</u>	

Expenditures

Bulletin	\$3,070.86	
Committees	226.12	
Salaries	1,291.66	
Additional service.....	169.05	
Supplies	115.77	
Postage, telephone and telegraph	29.84	
Miscellaneous	36.00	
President's Contingent Fund	29.97	
Trustees' Endowment Fund	75.00	5,044.27
Balance, March 31.....	<u>14,674.97</u>	
	<u>\$19,719.24</u>	

PUBLISHING BOARD FUNDS

Receipts

Balance, March 1.....	\$1,942.09	
Sale of publications.....	1,267.28	
Interest	2.19	
	<u>\$3,211.56</u>	
Error in crediting Feb. interest.	2.30	
	<u>\$3,209.26</u>	

Expenditures

Salaries	\$624.99	
Printing Booklist	283.10	
Advertising	27.62	
Express and postage.....	99.19	
Supplies	69.64	
Incidentals	60.06	
Travel	90.00	
Publications	779.27	2,033.87
Balance, March 31.....	<u>1,175.39</u>	
	<u>\$3,209.26</u>	

WAR FUNDS

Receipts

Balance on hand, March 1.....	\$164,621.06	
Interest March	151.73	
Miscellaneous	337.67	
	<u>\$165,110.46</u>	

Expenditures

Books for Blind.....	\$ 300.00	
Paris	3,987.96	
Coblentz	77.76	
Merchant Marine	608.54	
Hospitals	4,127.77	
Navy	1,750.00	
Miscellaneous	412.59	11,264.62
Balance on hand, March 31, cash	\$87,816.01	
Balance on hand, Liberty Bonds	31,585.75	
Balance on hand, U. S. Gov. Cert. of Indebtedness	25,011.21	
Balance with Librarians and Agents....	9,432.87	153,845.84
		<u>\$165,110.46</u>

BOOKS FOR EVERYBODY FUND

Receipts

Balance on hand, March 1.....	\$39,857.22	
New cash contributions and payments on pledges.....	2,056.00	
Interest	\$63.78	
Less exchange47	63.31
		<u>\$41,976.53</u>

Expenditures

No expenses.		
Balance on hand March 31.....	\$40,976.53	
Liberty Bonds	1,000.00	
		<u>\$41,976.53</u>